



**Job Location:** 400 Deaderick Street – Nashville TN 37243

## **Assistant Commissioner Child Care & Community Services**

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Assistant Commissioner directs the Division of Community and Social Services throughout the State of Tennessee. The following program directors report to this position: Childcare, Adult Protective Services, Community Services Block Grant, and an Executive Administrative Assistant. The Assistant Commissioner has total responsibility for 300 employees.

The Assistant Commissioner will be responsible for management and oversight of an annual budget that exceeds 63 million dollars. This position reports directly to Deputy Commissioner of Programs and Services.

### **Position Responsibilities:**

- Determine appropriate vision and strategy for program areas to align with agency mission as well as federal and state requirements
- Oversee and support innovation, development, design, delivery or change of program initiatives as aligned with the strategic plan and agency vision
- Provide leadership in driving collaborative processes within the team resulting in goal setting, operational planning, reaching desired outcomes and appropriate accountability
- Interpret state and federal laws; develop written regulations, policies and procedures
- Evaluate existing programs and processes and make recommendations for best practice solutions
- Evaluate, recommend and direct staff development and program training
- Align strategy and desired culture to recruiting, selection, engagement, retention, development and coaching processes for all staff
- Create strong, collaborative and effective partnerships with all federal, state and local stakeholders
- Manage data and information to evaluate program outcomes and impact
- Represent Department on related councils and advisory boards

**The ideal candidate should possess the following competencies:**

- Strategic Agility
- Decision Quality
- Action Oriented
- Conflict Management
- Customer Focus
- Developing Direct Reports
- Innovation Management
- Managing vision and purpose

**Position Requirements:**

- Bachelor's Degree in Child Care related field or Public Administration; or Human Services area  
Master's Degree Preferred
- Minimum 5 years demonstrated experience and ability to strategize and manage a Director Level Team, large scale workforce and multi-million dollar budget successfully

**How to Apply and Key Information:**

- Please submit resume and cover letter outlining your related experience to:  
[talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov)
- Subject Line: Assistant Commissioner Child Care & Community Services
- Target Salary: \$100,000 – 117,000. Salary will be commensurate with knowledge, skills and experience directly related to the job
- Information regarding State of Tennessee benefits:  
<https://www.tn.gov/hr/topic/benefits>

Applicants may be subject to background check.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*